

**INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE**

*The Independent Police Investigative Directorate's (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.*

**NOTE** : Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications and ID. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with short listed candidates only. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment. Detailed CV with contact details of three recent references. Certified copies of qualifications, driver's license and Identity Document. NB: if you do not hear from the Department within three months, consider your application as unsuccessful as correspondence will only be entered with shortlisted candidates only. The Independent Police Investigative Directorate reserves the right not to make an appointment. His/her character should be beyond reproach. Faxed and late applications will not be considered.

**OTHER POSTS**

**POST 30/19** : **PRINCIPAL COMMUNICATION OFFICER REF NO: Q9/2017/39**

**SALARY** : R281 418 per annum, Level 08. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National office Pretoria

**REQUIREMENTS** : A Diploma / Degree in Communication Science/Public Relations / Marketing or Journalism, 3 years in Communications, good command of at least 3 official languages. Good written and verbal communication skills. Good interpersonal organizational skills are essential. Report writing and basic computer skills. Willingness to travel and work overtime. Ability to work under pressure and understanding of principles, values and methodologies underpinning government communication.

**DUTIES** : Create proper understanding of the existence, mandate and functioning of IPID. Make public aware of the functions of the IPID. Update the IPID website. Ensure effective internal communication. Provide relevant official information to stakeholders. Distribute publications to reach target audience via other departments, by hand, post or courier. Publicize the organisation's mandate to the external community using marketing. Assist in producing the market tools of the organization (Production of Annual report, strategic plan, information brochures, banners etc.). Interact with the public during community outreach activities. Contribute and participate in the compilation of the outreach programme (Draft the road show programme, Imbizo etc.). Draft media statements and correspondence to various stakeholders. Follow-up on responses to any query or information that needs to be disseminated to the public. Monitor media to measure the level of publicity of IPID. Create acceptance, support for and co-operation with various stakeholders. Compile and submit reports to the Manager, draft the component's submissions. File component's documents. Undertake the component's procurement.

**ENQUIRIES** : Ms G Langa Tel no: (012) 399 0052

**APPLICATIONS** : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001 or hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central

**FOR ATTENTION** : Mr G Dladla

**CLOSING DATE** : 11 August 2017

**NOTE** : Equity requirements: only Coloured females, Coloured males, Indian females, White Females and White males are invited to apply for the mentioned vacancy.

**POST 30/20** : **SENIOR INVESTIGATOR REF NO: Q9/2017/38**

**SALARY** : R281 418 per annum, Level 08 .The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Office

**REQUIREMENTS** : To be considered for this position, a candidate must be in possession of a minimum of Grade 12 or equivalent of NQF level 4 qualifications, and should at least have three (3) years proven experience in criminal investigations. A diploma/degree (NQF level 5/6), in law/policing will serve as an added advantage knowledge of criminal law, criminal procedure and law of evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/she must be computer literate and possess a valid unendorsed code 08 drive r's licence and be able to drive a motor vehicle. He /she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/she must be willing to perform standby duties and overtime.

**DUTIES** : His/her duties will entail amongst others, supervision of investigators and assistant investigator; receipt, registration and allocation of complaints, attendances of crime scenes and post mortems; collection, safeguarding and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting investigations of complaints of alleged criminality and advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; investigate misconduct against members of the police; searches, seizures and collection of evidence etc. compiling investigation reports and memoranda with recommendations to the Director of public prosecutions and SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and types investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

**ENQUIRIES** : Ms M Tshabalala Tel no: (011) 2201500

**APPLICATIONS** : Post to Independent Police Investigative Directorate, Private Bag X25, Johannesburg, 2000 or, hand deliver to 208-212 Jeppe Street, 20<sup>th</sup> Floor Marble Towers, Johannesburg, 2000.

**FOR ATTENTION** : Ms K Mothusi Tel no: (011) 2201500

**CLOSING DATE** : 11 August 2017